

25X1A9a  
Sanitized - Approved For Release:

CIA-RDP70-00211R000200190018-9

DR 1/4/89

## RECORDS CENTER MONTHLY STATISTICAL SUMMARY

December 1958

## I. ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 10 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	59	626	
2. RECORDS ACCESSIONED	595	4,678	40,178
3. RECORDS DISPOSED OF AT CENTER	75	1,047	3,995
4. RECORDS TRANSFERRED FROM CENTER	106	531	8,339
5. RECORDS HOLDINGS	27,844		
6. DISTRIBUTION MATERIAL RECEIVED	654	1,790	23,602
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	64	503	6,298
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	76	325	4,046
9. DISTRIBUTION MATERIAL HOLDINGS	*13,258		
10. TOTAL HOLDINGS	41,102		

## II. REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	1,328	6,958	60,980
12. INFORMATIONAL REQUESTS	128	1,786	6,982
13. INFORMATION REPORTS	68	1,092	
14. INTELLIGENCE REPORTS	3,669	25,587	
15. ADMINISTRATIVE ISSUANCES	341	6,098	
16. TOTAL	5,534	41,521	

## III. DISTRIBUTION MATERIALS RECEIVED

MATERIAL (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
17. INTELLIGENCE REPORTS			
A. INITIAL RECEIPT	25,429	100,698	
B. RETURNS	3,420	20,938	
18. ADMINISTRATIVE ISSUANCES	2,426	17,404	
19. TOTAL	31,275	139,040	

## IV. REPRODUCTION SERVICES

PROCESS (No. of pages)	REPORTING PERIOD	FISCAL YEAR TO DATE	
20. OZALID	285	4,330	
21. PHOTOCOPY	57	674	
22. DITTO	21	311	
23. TOTAL	363	5,315	

## V. SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
24. TOTAL CAPACITY	72,060	
25. UTILIZED	41,102	
26. COMMITTED	10,284	
27. AVAILABLE	20,674	